

Creating Shortcuts



KYVAE



WorkKeys
Registration



Start
WorkKeys



NewsStand



Shortcut to
calc.exe

Before we learn to create a shortcut, let's discuss what a shortcut actually is. A shortcut is a very small file that tells Windows where a program is located, and may even have some specific information that tells Windows how that program needs to be run.

When installing a program, it isn't placed just anywhere. There is the default location and sometimes, you can choose where to install the program. The computer uses a specific filing system called a Directory. You can think of it as a file cabinet. If you don't know the Windows Directory (file cabinet), finding a program that you want to use can be a daunting task.

A shortcut is used to bypass searching through the directory by using a labeled picture that contains the exact location of the program or file that it represents.

In the example to the right, you see a common shortcut. At the bottom of the image, to the left, you see a small white box with a black arrow. That black arrow signifies that icon as being a shortcut to a program.



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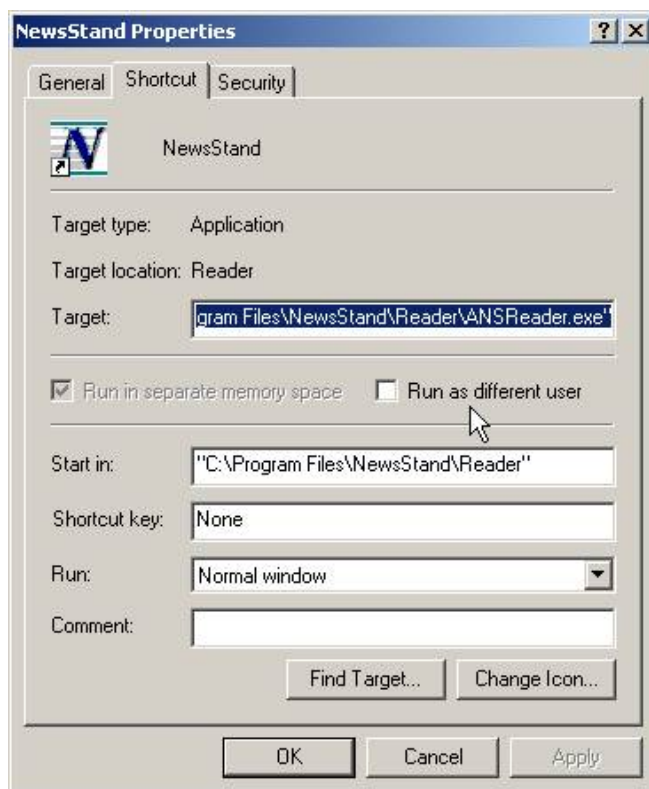
Double clicking on this shortcut, would start the WorkKeys exam. It looks at the path information (Directory location) within the shortcut and executes that program.

So lets look at how we can see the Directory location that a shortcut would point to.



This is the shortcut for the NewsStand Reader program. We know that Double clicking on the shortcut that the NewsStand Reader would start. But what if we want to find out exactly where the program is?

Lets Right click on the shortcut to bring up the Alternate Menu and then click on Properties (Alternate Menus are in another lesson).



Notice the highlighted field titled "Target:" This is the actual location of the program that the shortcut represents.

The ANSReader.exe at the end is the actual program file that starts the NewsStand Reader program.

Everything before that is the Directory location or Path location.

Now that you know what a shortcut is, and how to find a program that a particular shortcut represents, lets move on to creating shortcuts.

I use the calculator a lot, so if I want to place a shortcut to the Windows calculator on my desktop, I go in to the Windows directory and find the calculator program.



There are a few different ways to do this. The easiest way is to click and hold the Right mouse button on the calc.exe file, and then drag the file to an empty space on your desktop and release the mouse button.



When you release the mouse button, you will be presented with an alternate menu.



Select the “Create Shortcut(s) Here” option, and you now have a shortcut to the Windows Calculator on your desktop.

NOTE: If you accidentally delete a shortcut, you DO NOT delete the program that it represents.